

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1220

TITLE: PERSONNEL ANALYST IV

GRADE: S-31

DEFINITION:

Manages a major business area in Human Resources for a large public sector organization.
Serves as a member of the senior management team that reports to the Department Director.
Acts as principal consultant/project manager for complex projects with county-wide impact.

ILLUSTRATIVE DUTIES:

Manages a Business Area (such as Benefits, Payroll, Compensation, Classification, EEO, Employee Relations, Employment)
Responsible for major business area such as a division or program;
Develops vision, goals, objectives and performance measures;
Plans and evaluates operations, programs and staff;
Oversees budget, internal controls and fiscal operations;
Oversees technology operations related to business area;
Develops policy and coordinates policy with senior management team;
Responsible for customer service;
Conceptualizes and plans new or improved programs for business area, collaborates with senior management team on interdisciplinary programs.
Responsible for communication and information dissemination regarding operations, programs, policies and procedures;
Interprets legislation, regulations and case law that effect business area, develops compliance strategies, proposes new legislation or changes to existing legislation.

Senior Management Team

Collaborates with others inside and outside the organization to develop and implement HR policies and programs that support business areas county-wide;
Develops and facilitates interdisciplinary teams and teamwork;
Represents the County on policy making committees, teams and task forces;
Manages department in director's absence.

Provides Consultant Services

Creates, plans, facilitates, and evaluates strategic change initiatives;
Develops conceptual solutions to complex problems and issues with county-wide implications;
Acts pro-actively to improve business processes within the organization;
Serves as subject matter expert for internal and external clients;
Serves as project manager for new systems and programs in various areas. For example: employee compensation and benefits; organizational and workforce development; business process engineering; automated systems.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of management principles and practices;
Knowledge of organizational development;
Knowledge of consulting principles and practices;
Knowledge of local government issues, operations and responsibilities;
Knowledge of human resources issues, operations and responsibilities;
Knowledge of information technology;
Knowledge of financial, budget and internal control principles;
Knowledge of methods of planning and evaluation.
Ability to formulate the long term view and direction (vision) for a business area, program or project in the organization;
Ability to create strategies and plans for achieving that vision;
Ability to analyze complex issues, processes and operations and develop solutions;
Ability to manage the staff and operations of a business area, program or project;
Ability to manage staff and operations using performance measurements;
Ability to manage change;
Ability to communicate effectively with individuals and groups in a diverse workforce and community;
Ability to develop and maintain effective working relationships with subordinates, coworkers, senior managers, elected officials, members of boards, authorities and commissions, citizens, and representatives from other organizations;
Ability to work as a team member or leader and develop teamwork in others;
Highly developed skills in creative thinking;
Highly developed skills in leadership;
Highly developed skills in problem solving;
Highly developed skills in oral and written communication;
Highly developed skills in interpersonal relationships;
Highly developed skills in collaboration;
Highly developed skills in decision making

EMPLOYMENT STANDARDS:

Graduation from a four-year college or university and five years of HR experience including experience as a senior consultant, program/project manager, or operations supervisor. A Master's degree may be substituted for one year of the required experience.

REVISED:

June 9, 1999